



University of Houston-Downtown Job Description

Job Title: Computing Operations Specialist I
FLSA Category: Non-Exempt
Grade: 49
Job Code: 4305

DUTIES

Job Summary: Maintains (installs, diagnosis, repairs) all university computing equipment (laser/printers, fax, scanners, PCs, laptops)

Duties and Responsibilities:

- Maintains upgrades on the PC equipment, both software and hardware throughout the University
- Prepares and submits proper documentation for computing equipment repairs to include labor reimbursements
- Works with the part time staff in all repairs of computing equipment.
- Assists with all Installs and troubleshooting of telecommunication network connections
- Assists in inventory tagging and updating of the database.
- Assists in the Maintenance, support and security of all university computing equipment to include equipment in the Satellite Lab Desktop Refresh Project
- Stays on top of the latest features and repair techniques in servicing the Laser jet and inkjet printers for the University community through training.

Marginal Functions: All other duties as assigned

REQUIREMENTS

Education/Education: One (1) year of college or technical school in related field and /or one (1) year of previous experience. Associate's Degree preferred.

Licenses/Certification Working towards A+ Certification and laser jet, inkjet and laser printer maintenance certifications.

PHYSICAL DEMANDS

Environmental Conditions

Working conditions Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk Work environment involves minimal exposure to physical risks.